

COMPTROLLER OF THE TREASURY

Department or Agency
GENERAL OFFICE - PERSONNEL

Subdivision or Bureau

HALL OF RECORDS COMMISSION

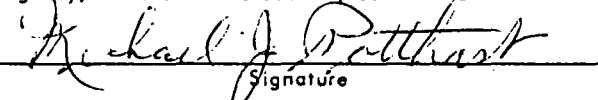
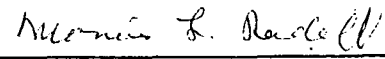

RECORDS MANAGEMENT DIVISION
RECORDS RETENTION SCHEDULE

547
Schedule Number

1 of 2
Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of nonrecord material when no longer needed by office)
			A.	B. Distribution	
1	C-3	Employee History Card	1	White - General Office	Retain for 4 years after separation from service, then destroy
2	C-29	Bi-Weekly Time Report (Daily Basis)	1	White - General Office	3 years, audit, destroy
3	C-30	Overtime - Authorization and Time Record (Posted to Biweekly Time Report, C-29)	1	White - General Office	3 years, audit, destroy
4	X-11	Daily Non-Attendance Report	1	Blue - General Office	3 years, audit, destroy
5	X-14	Leave Request	1	White - General Office	3 years, audit, destroy
6	MS-920	Leave Card for Year _____	1	White - General Office	3 years, audit, destroy - except last card prior to termination of service which is to be retained for four years or until audited, whichever is later, then destroy
7	CPB-104	Payroll Exception Time Report	3	White-Original to Central Payroll White - General Office White - General Office - Personnel	Agency Schedule 3 years, audit, destroy 3 years, audit, destroy

(continued)

Agency, Division or Bureau Representative  Chief, General Accounting Division Title Date: OCT 6 1971	Schedule Authorized by Hall of Records Commission OCT 21, 1971  Date Archivist	Disposal Authorized by Board of Public Works OCT 27 1971  Date Secretary
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COMPTROLLER OF THE TREASURY
GENERAL OFFICE - PERSONNEL

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION
RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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A.	B.				
8	--	Payroll and Check Register* *Distribution of this record in paper copy will be discontinued October 1971, except one printout for Central Payroll and two for the agency. The Register will be placed on microfilm by the COM from magnetic tape. Microfilm copies will be distributed to the Comptroller and Treasurer. Recommendation for disposition of microfilm will be made at a later date by letter to be affixed to this schedule.	1	White - Printout from Central Payroll	3 years, audit, destroy